

# 2015 State Auditor's Conference

Snowshoe Mountain, Snowshoe, West Virginia - September 22-25, 2015

Conference Agenda – September 4, 2015

Sept. 22	ALLEGHENY SPRINGS Tygart A/B Capacity 78	ALLEGHENY SPRINGS Williams Capacity 85	ALLEGHENY SPRINGS Greenbrier Capacity 90	MOUNTAIN LODGE Black Bear Capacity 150	MOUNTAIN LODGE Ballroom A Capacity 90	MOUNTAIN LODGE Ballroom B Capacity 90	MOUNTAIN LODGE Raccoon/Bobcat Capacity 72	MOUNTAIN LODGE Cardinal Capacity 50	SENECA Board Room Capacity 70
<b>NOTICE: To Check-In, STOP at THE INN AT SNOWSHOE at the BOTTOM of the mountain or ALLEGHENY SPRINGS LODGE in the Village! Two Locations ONLY!</b>									
11:00 am 4:00 pm	CONFERENCE REGISTRATION DESK – THE EXPO								
1:30 pm	VENDOR HALL OPENS – Mountain Lodge Conference Center Closes daily at 3:45 pm								
1:30 pm 2:30 pm	P-Card Coordinators P-Card Policies and Procedures Jerry Shaw	Open to All and P-Card Coordinators Encumbrance Corrections Mark Doyle	Stress Management John Sorrenti	Financials Assessment and Updates Rick Pickens	Phase D End to End Readiness Workshop Part 1 Malissa Hohmann John Smolder	Ethical Determinations for Accountants Mike Sizemore	Payroll for Financial Managers Eric Wagner	Closed	Closed
2:30 pm 2:45 pm	Transition between sessions and/or buildings.								
2:45 pm 3:45 pm	Open to All and P-Card Coordinators Procurement Documents Dan Miller	Contract Payments Anthony Woods	Sexual Harassment? You Decide. John Sorrenti	Procurement: Evaluations, Awards, Master Agreements, eCatalogs Heather Huffman	Phase D End to End Readiness Workshop Part 2 Malissa Hohmann John Smolder	Accounts Payable Advanced Mark Doyle	End-User Security Training: Intruders and Surprises Kirk Rector	Inventory Requests, Returns & Mgmt. Clarence Hughart	Closed
6:30 pm 8:30 pm	Welcome/Awards Banquet – THE EXPO								

**ALL SESSIONS ARE FIRST-COME, FIRST-SERVE. You make your own session schedule! *If the meeting room is full, please choose another session. For your convenience, all sessions are repeated.***

**ID Badge required for admittance to all sessions and meals as listed on the agenda. You must wear your ID badge at all times throughout the Conference.**

**Sessions highlighted in GREEN are required for P-Card Coordinators who did not attend the State P-Card Coordinator Seminar in Flatwoods, West Virginia on August 12/13. All participants are welcome to attend sessions highlighted as “Open to All.” However, P-Card Coordinators who are *required* to attend are given preference for admittance at the door.**

**If you are interested in obtaining CPE Credit for certain sessions, you must sign the attendance book in each meeting room. Complete and return your CPE Form to our registration desk at the end of the Conference.**

**NOTICE: When checking-in to your room, you must STOP at THE INN AT SNOWSHOE located at the BOTTOM of the mountain or ALLEGHENY SPRINGS LODGE in the Village! These are the **ONLY** two locations you can get a room key!**

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7:30 am 3:45 pm	Conference Registration Desk – THE EXPO								
7:00 am 8:15 am	Breakfast Buffet – THE EXPO								
8:30 am 9:30 am	<u>P-Card Coordinators</u> Back to Basics Jennifer Crouch	Financial & Transaction Approval Overview for Managers Malissa Hohmann	End-User Security Training: Intruders and Surprises Kirk Rector	Accounts Payable Advanced Mark Doyle	Vendor Registration & Customer Maintenance Mark Totten Dan Miller	Ask the Experts Panel Discussion Lisa Comer	General Accounting/ Adjusting Entries Shawn Carper	Contract Payments <u>Higher Ed Only</u> Anthony Woods	Stress Management John Sorrenti
9:30 am 9:45 am	Refreshment Break – Allegheny Springs and Mountain Lodge								
9:45 am 10:45 am	<u>Open to All and</u> <u>P-Card Coordinators</u> Encumbrance Corrections Mark Doyle	Phase D End to End Readiness Workshop Part 1 Malissa Hohmann John Smolder	How To's of Travel Barb Ratliff	Procurement: Evaluations, Awards, Master Agreements, eCatalogs Heather Huffman	Vendor Registration & Customer Maintenance Mark Totten Dan Miller	Gearing Up for Go-Live Wave 2 HRM, Payroll, Time / Leave Lisa Comer	Cash/Budget Inquiries Eric Wagner	Inventory Requests, Returns & Mgmt. Clarence Hughart	Impact of Biweekly Pay on Family Budgeting Hannah Fincham
10:45 am 11:00 am	Transition between sessions and/or buildings.								
11:00 am 12:00 pm	<u>P-Card Coordinators</u> P-Card Policies and Procedures Jerry Shaw	Phase D End to End Readiness Workshop Part 2 Malissa Hohmann John Smolder	Contract Payments Anthony Woods	<u>Open to All and</u> <u>P-Card Coordinators</u> wvOASIS Travel and Expenses Kelley Smith	<u>Financials</u> Assessment and Updates Rick Pickens	Ask the Experts Panel Discussion Lisa Comer	General Accounting/ Adjusting Entries Shawn Carper	Inventory Requests, Returns & Mgmt. Clarence Hughart	Impact of Biweekly Pay on Family Budgeting Hannah Fincham
12:00 pm 12:15 pm	Transition between sessions and/or buildings.								
12:15 pm 1:15 pm	<u>Open to All and</u> <u>P-Card Coordinators</u> Troubleshooting Systems and Processes Tim Butler	Updates in Auditing David Sull	Asset Management Elizabeth Perdue	Procurement: Evaluations, Awards, Master Agreements, eCatalogs Heather Huffman	Payroll for Financial Managers Eric Wagner	Gearing Up for Go-Live Wave 2 HRM, Payroll, Time / Leave Lisa Comer	Div. of Personnel ESMTs: Tips and Tricks Lisa Collins	Procurement: Requisitions & Solicitations Dan Miller	Sexual Harassment? You Decide. John Sorrenti
11:00 am 1:15 pm	Concurrent sessions 11:00-1:15 in meeting rooms while lunch is at the Expo   Choose LUNCH → ① Buffet #1 - 11:00-12:00 ② Buffet #2 - 12:15-1:15 – THE EXPO								
1:30 pm 2:30 pm	General Session: Conversion to Biweekly Pay Q & A – Glen B. Gainer III, State Auditor – THE EXPO Time and Leave Management – Melissa Hohmann, John Smolder – THE EXPO								
2:30 pm 2:45 pm	Refreshment Break – THE EXPO								
2:45 pm 3:45 pm	<u>P-Card Coordinators</u> Training Update P-Docs, PRCs Travis Mulanax	Ethical Determinations for Accountants Mike Sizemore	Asset Management Elizabeth Perdue	<u>Financials</u> Assessment and Updates Rick Pickens	Business Intelligence David Sorongon Mo Badre	Wave 1 Lessons Learned Panel Discussion Lisa Comer	Div. of Personnel ESMTs: Tips and Tricks Lisa Collins	Accounts Payable Introduction John Smolder	Closed

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7:30 am 3:45 pm	Conference Registration Desk <u>moves</u> to Allegheny Springs – Conference Center Level								
7:00 am 8:15 am	Breakfast Buffet – THE EXPO								
8:30 am 9:30 am	<u>P-Card Coordinators</u> Back to Basics Jennifer Crouch	Phase D End to End Readiness Workshop Part 1 Malissa Hohmann John Smolder	Updates in Auditing David Sull	<u>Open to All and P-Card Coordinators</u> wvOASIS Travel and Expenses Kelley Smith	Business Intelligence David Sorongon Mo Badre	Wave 1 Lessons Learned Panel Discussion Lisa Comer	Div. of Personnel ESMTs: Tips and Tricks Lisa Collins	Contract Payments <u>Higher Ed Only</u> Anthony Woods	Sexual Harassment? You Decide. John Sorrenti
9:30 am 9:45 am	Refreshment Break – Allegheny Springs and Mountain Lodge								
9:45 am 10:45 am	<u>Open to All and P-Card Coordinators</u> Encumbrance Corrections Mark Doyle	Phase D End to End Readiness Workshop Part 2 Malissa Hohmann John Smolder	Training – The Key to Losing Your Errors Mike Sizemore	Contract Payments Anthony Woods	Business Intelligence David Sorongon Mo Badre	Ask the Experts Panel Discussion Lisa Comer	Div. of Personnel ESMTs: Tips and Tricks Lisa Collins	Cash/Budget Inquiries Eric Wagner	Stress Management John Sorrenti
10:45 am 11:00 am	Transition between sessions and/or buildings.								
11:00 am 12:00 pm	<u>Open to All and P-Card Coordinators</u> Procurement Documents Dan Miller	Lessons Learned ePay / ESS / PayCard Mark Shelhammer	End-User Security Training: Intruders and Surprises Kirk Rector	<u>Open to All and P-Card Coordinators</u> wvOASIS Travel and Expenses Kelley Smith	<u>Financials</u> Assessment and Updates Rick Pickens	Gearing Up for Go-Live Wave 2 HRM, Payroll, Time / Leave Lisa Comer	General Accounting/ Adjusting Entries Shawn Carper	Closed	Impact of Biweekly Pay on Family Budgeting Hannah Fincham
12:00 pm 12:15 pm	Transition between sessions and/or buildings.								
12:15 pm 1:15 pm	<u>Open to All and P-Card Coordinators</u> Troubleshooting Systems and Processes Tim Butler	Financial & Transaction Approval Overview for Managers Malissa Hohmann	Updates in Auditing David Sull	Accounts Payable Advanced Mark Doyle	Payroll for Financial Managers Eric Wagner	Gearing Up for Go-Live Wave 2 HRM, Payroll, Time / Leave Lisa Comer	How To's of Travel Barb Ratliff	Contract Payments Anthony Woods	Closed
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1:30 pm 2:30 pm	<u>P-Card Coordinators</u> Training Update P-Docs, PRCCs Travis Mulanax	State and Federal Reciprocity Program Mark Shelhammer	Asset Management Elizabeth Perdue	<u>Open to All and P-Card Coordinators</u> Procurement Documents Dan Miller	Business Intelligence David Sorongon Mo Badre	Ask the Experts Panel Discussion Lisa Comer	General Accounting/ Adjusting Entries Shawn Carper	Accounts Payable Introduction John Smolder	Impact of Biweekly Pay on Family Budgeting Hannah Fincham
2:30 pm 2:45 pm	Refreshment Break – Allegheny Springs and Mountain Lodge								
2:45 pm 3:45 pm	<u>P-Card Coordinators</u> P-Card Policies and Procedures Jerry Shaw	Lessons Learned ePay / ESS / PayCard Mark Shelhammer	Ethical Determinations for Accountants Mike Sizemore	<u>Open to All and P-Card Coordinators</u> Encumbrance Corrections Mark Doyle	Vendor Registration & Customer Maintenance Mark Totten Dan Miller	Wave 1 Lessons Learned Panel Discussion Lisa Comer	Cash Receipts Greg Hodge Malissa Hohmann	Closed	Closed

## 2015 State Auditor's Conference

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<b>Sept. 25</b>	<b>ALLEGHENY SPRINGS</b> Tygart A/B Capacity 78	<b>ALLEGHENY SPRINGS</b> Williams Capacity 85	<b>ALLEGHENY SPRINGS</b> Greenbrier Capacity 90	<b>MOUNTAIN LODGE</b> Black Bear Capacity 150	<b>MOUNTAIN LODGE</b> Ballroom A Capacity 90	<b>MOUNTAIN LODGE</b> Ballroom B Capacity 90	<b>MOUNTAIN LODGE</b> Raccoon/Bobcat Capacity 72	<b>MOUNTAIN LODGE</b> Cardinal Capacity 50	<b>SENECA</b> Board Room Capacity 70
<b>7:00 am 8:15 am</b>	<b>Refreshment Break – ALLEGHENY SPRINGS and Mountain Lodge ONLY! (THE EXPO IS CLOSED TODAY)</b>								
<b>8:30 am 9:30 am</b>	<b>P-Card Coordinators Training Update</b> P-Docs, PRCCs Travis Mulanax	<b>Open to All and P-Card Coordinators</b> Troubleshooting Systems and Processes Tim Butler	<b>Stress Management</b> John Sorrenti	<b>Cash/Budget Inquiries</b> Eric Wagner	<b>Procurement: Requisitions &amp; Solicitations</b> Dan Miller	<b>ePay / ESS / PayCard</b> Mark Shelhammer	<b>Financial &amp; Transaction Approval Overview for Managers</b> Malissa Hohmann	<b>Closed</b>	<b>Closed</b>
<b>9:30 am 9:45 am</b>	<b>Transition between sessions and/or buildings.</b>								
<b>9:45 am 10:45 am</b>	<b>P-Card Coordinators Back to Basics</b> Jennifer Crouch	<b>Accounts Payable Advanced</b> Mark Doyle	<b>How To's of Travel</b> Barb Ratliff	<b>Open to All and P-Card Coordinators</b> wvOASIS Travel and Expenses Kelley Smith	<b>Training – The Key to Losing Your Errors</b> Mike Sizemore	<b>State and Federal Reciprocity Program</b> Mark Shelhammer	<b>Cash Receipts</b> Greg Hodge Malissa Hohmann	<b>Closed</b>	<b>Closed</b>

*Conference concludes*

Have a safe trip home!